

Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

for

DEPUTY CLERK II/III

(Continuous Filing)

The Position: The Deputy Clerk II/III positions perform general/legal clerical work necessary to support the operations of the Sacramento Superior Court. Essential duties vary depending upon the assignment, but generally include: document processing and filing, reception and public contact, records management, data entry, typing, and receiving and processing fines and other monies. Certain positions require the ability to move files and boxes weighing up to 30 pounds.

Salary:

Level II	\$1,007.20 - \$1,224.00 bi-weekly \$2,191.00 - \$2,662.00 monthly
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Level III	\$1,130.40 - \$1,374.40 bi-weekly \$2,459.00 - \$2,989.00 monthly
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Typically, applicants are hired at the entry/working level (Level II) and may be flexed/staffed to Level III upon demonstrated proficiency which normally is achieved after a one-year period.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et.seq.) The probationary period for this classification is one (1) year.

Filing Period: This is a continuous filing.

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- Step 1:** ***Read*** the section below entitled “**Minimum Qualifications**”. If you have the required knowledge and abilities to qualify for the Deputy Clerk II/III position, but have not taken the Cooperative Testing Venture written test, **proceed to Step 2**. If you do not have the required knowledge and abilities, **stop**, you cannot apply at this time.
- Step 2:** ***Complete*** the Cooperative Testing Venture Candidate Registration Request form attached to this announcement, or register on-line as described in the Registering for the Examination sheet attached to this announcement.
- Step 3:** ***Mail*** the completed form to Cooperative Personnel Services (CPS) as instructed on the form.
- Step 4:** ***Wait*** for a letter from CPS informing you when you are scheduled to take the written test. If you haven't received your letter within three weeks, call CPS at (916) 263-3644.
- Step 5:** ***Take*** the written test on the date, time, and place you are scheduled.
- Step 6:** ***Wait*** for your certificate to arrive in the mail from CPS. The certificate will have your written test scores. (If you haven't received your certificate within two weeks from the test date, call CPS at (916) 263-3644.)

- Step 7:** *Add* your scores from subtests 1,2,3,4,5 and 6 listed on your certificate. **Do not include subtests 7 or 8.** If your total score on subtests 1,2,3,4,5 and 6 **is at least 78 or above, go to Step 8.** If your total score is **77 or below, stop.** You cannot apply at this time; however, you can register to take the written test again in six months from the test date on your certificate.
- Step 8:** *Complete* the **Application for Employment** for the Sacramento Superior Court. (see "Where Do I Get Forms" on page three). In the box for "Position Title" put Deputy Clerk II/III.
- Step 9:** *Staple* a copy of your certificate to your application. **Applications without certificates will be returned to sender. Keep your original certificate.**
- Step 10:** *Submit* your application and certificate in person to the Superior Court of California, County of Sacramento's Human Resources Office, 901 H Street, Suite 405, Sacramento, California or send to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
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What Happens Next? The Human Resources Office will review applications for possession of minimum qualifications and verify scores as applications are received. **Incomplete applications, and/or applications which indicate a lack of possession of minimum qualifications, and/or a certificate which does not have passing scores will be returned to the applicant.** If you qualify, your name will be placed on an unranked list of candidates who may be considered for employment as a Deputy Clerk II/III. As jobs become available, supervisors may interview qualified candidates from the list. Your name will remain on the list until you are hired or for a maximum of **one (1) year**.

About the Certificate: Keep your original certificate in a safe place. You can use the certificate to apply for certain clerical jobs with the Courts, the City of Sacramento, and the County of Sacramento. Your scores on the certificate are good for three years. There is a fee for replacing lost certificates.

Minimum Qualifications: In order to be considered for a Deputy Clerk II/III position, you must:
Achieve a total written test score of at least **78** or above on subtests **1,2,3,4,5** and **6**.
Applicants must have a combination of experience and education or training that is likely to provide the required knowledge and abilities.

Deputy Clerk II

One (1) year of experience performing clerical duties. Knowledge of legal documents and court processes and the ability to apply rules and procedures pertaining to court actions are desirable.

- have knowledge of basic office practices and procedures;
- have the ability to accurately file and sort documents, conduct basic arithmetic calculations and read, write, and speak English sufficiently to communicate with the public and co-workers;
- have the ability to operate standard office machines.

Deputy Clerk III

Two (2) years experience performing duties that required a knowledge of legal documents and court processes and the ability to apply rules and procedures pertaining to court actions.

Substitution: (1) completion of major course work from an accredited college, university, business school, or training school in a field that is related to the knowledge and abilities specified for this class; or (2) completion of a legal assistant certificate program from an accredited business school, college, or university may be substituted for the required experience up to a maximum of one (1) year.

- have the ability to understand, explain, and apply legal terminology, codes, and procedures;
- have knowledge of functions and procedures of the Superior Court of California, County of Sacramento systems;
- have knowledge of clerical, legal, and financial record-keeping practices and procedures.

**If you have
a Disability:**

If you have a disability that requires accommodation during testing, please see the Cooperative Testing Venture Candidate Registration Request form for instructions on how to request accommodation. If you require accommodation during interviews, please call the Sacramento Superior Court's Human Resources Office at (916) 874-7828.

**Where do I
get Forms?**

You can obtain a Court application or additional copies of this announcement from the Sacramento Superior Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California (916) 874-7828, or from the Court's website, www.saccourt.com

What is the Deadline?

This is a continuous filing. Applications with certificates attached will be accepted on a continuous basis either in person or by mail. The Human Resources Office will review applications for possession of minimum qualifications and verify scores as applications are received. **Applications without certificates or certificates which do not have passing scores as described in Step 7 above will be returned to the sender.**

About the Courts:

The Sacramento Superior Court provides judicial services, operational management, case processing activities, and information to the public. The Court has four (4) main locations: the Gordon D. Schaber Sacramento County Courthouse, the B.T. Collins Juvenile Justice Center, the Carol Miller Justice Center, and the William R. Ridgeway Family Relations Courthouse.

Need More Information?

If you have questions concerning this announcement, the Court application, minimum requirements, how to apply, or the recruitment process, please contact the Sacramento Superior Court's Human Resources Office at (916) 874-7828.

If you have questions concerning registering for testing, not receiving a notice of testing date, not receiving your test results, rescheduling testing dates, disability or religious accommodation requests, or other test-related questions, please call Cooperative Personnel Services at (916) 263-3644.

In either case, the Sacramento Superior Court's Human Resources Office is the final authority for answering questions pertaining to this recruitment. CPS cannot answer questions pertaining to any part of the recruitment process.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

- Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.
- Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen and one-half (13 ½) holidays per year.
- Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.
- Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.
- Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.
- Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.
- Deferred Compensation:** The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.
- Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.

CPS HUMAN RESOURCE SERVICES CTV EXAMINATION PROCESS FOR CLERICAL CLASSES

REGISTERING FOR THE EXAMINATION

- To register for the CTV Examination, complete and detach the REGISTRATION REQUEST form and mail to: **CPS HUMAN RESOURCE SERVICES, CTV PROJECT, 241 LATHROP WAY, SACRAMENTO, CA 95815**. Written notification of your scheduled exam will be processed and mailed to you approximately three (3) weeks before your scheduled test date. If you have not received your notice within three weeks of your test date preferences, please contact CPS directly at (916) 263-3644.
- **To register on-line go to:** www.cps.ca.gov, click test registration, and click CTV registration on-line.
- If you have a disability or religious conviction that would prevent you from taking the examination under standard conditions, you may request special arrangements. The arrangements needed should be described in a letter from an appropriate authority, verifying the need and what type of special accommodation is necessary. A recent letter must accompany the registration materials each time you apply for testing.
- There are no longer any fees to take either the written or typing test for CTV.

RESCHEDULING

Candidates wishing to reschedule will be required to obtain and submit a **NEW** registration form.

TAKING THE EXAMINATION

On your examination day, arrive promptly at the time indicated on your notice and bring two (2) No. 2 (soft lead) **sharpened** pencils. You will be required to show identification such as current driver's license, a military identification card, or a passport bearing your photograph and signature. If you do not have identification that bears both your picture and your signature, you will be asked to show two forms of identification. Both must contain your signature, and at least one must contain a physical description of you.

You will not be allowed to use a calculator for this exam.

CERTIFICATES OF COMPLETION

Certificates of Completion for the CTV exam are generated and mailed every Friday. Attach a copy of the Certificate to applications that you submit to any CTV member agency. We recommend you keep your Certificate in a safe place. **Replacement certificates are available at the cost of \$5.00, payable to CPS in the form of a MONEY ORDER OR CASHIER'S CHECK ONLY.**

CANDIDATES ARE ELIGIBLE TO TAKE THE CTV WRITTEN TEST ONCE EVERY SIX MONTHS.



Cooperative Testing Venture
241 Lathrop Way, Sacramento, CA 95815
CANDIDATE REGISTRATION REQUEST
January 2004 to December 2004
(916) 263-3644

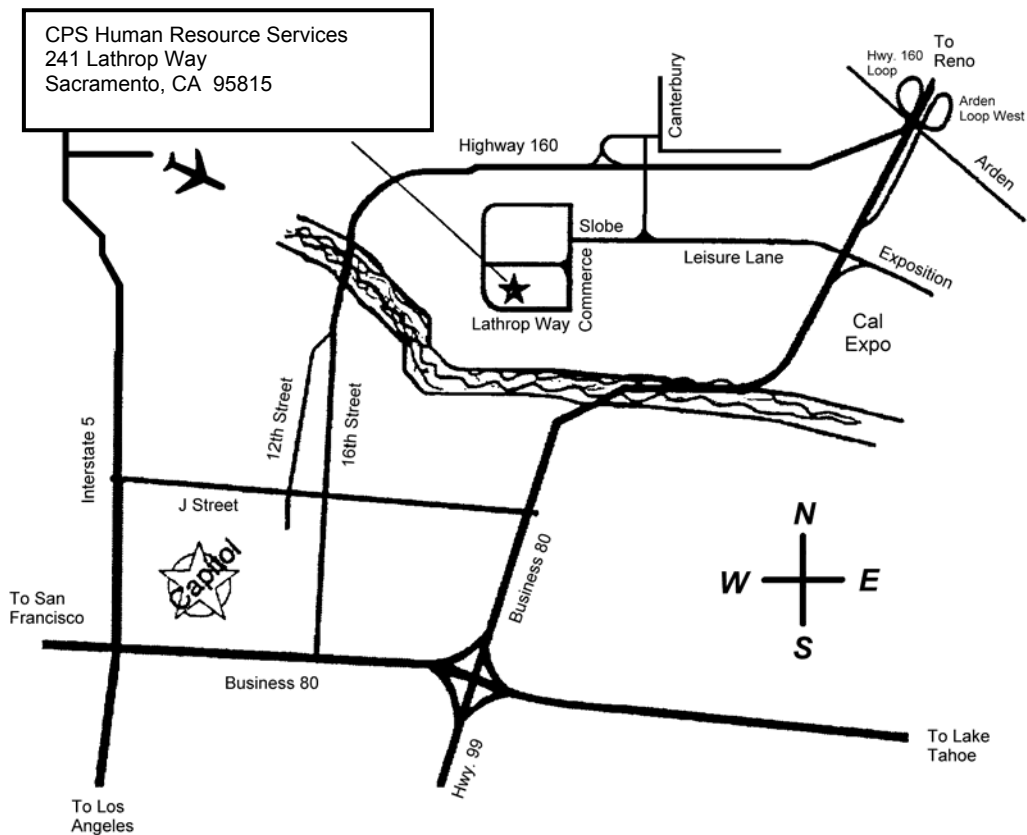
Register Online www.cps.ca.gov. Do NOT mail this form if you submit your registration online.

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY #
STREET ADDRESS		CITY	
STATE	ZIP CODE	DAYTIME PHONE	MESSAGE PHONE

Choose **ONE** written test date from **Box 1 OR Box 2**. Due to limited space, choosing weekday written testing at CPS may postpone your test date four to six weeks from receipt of the registration form. Typing tests are only available weekdays at CPS and one Saturday a month at the Rancho Cordova test site. If you would like a typing test, please choose one option from **Box 3**.

1 Saturday Written Test ONLY <input type="checkbox"/> January 3 – Florin Road <input type="checkbox"/> January 10 – Rancho Cordova <input type="checkbox"/> January 17 – Courthouse <input type="checkbox"/> February 7 – Florin Road <input type="checkbox"/> February 14 – Rancho Cordova <input type="checkbox"/> February 21 – Courthouse <input type="checkbox"/> March 6 – Florin Road <input type="checkbox"/> March 13 – Rancho Cordova <input type="checkbox"/> March 20 – Courthouse <input type="checkbox"/> April 3 – Florin Road <input type="checkbox"/> April 10 – Rancho Cordova <input type="checkbox"/> April 17 – Courthouse <input type="checkbox"/> May 1 – Florin Road <input type="checkbox"/> May 8 – Rancho Cordova <input type="checkbox"/> May 15 – Courthouse <input type="checkbox"/> June 5 – Florin Road <input type="checkbox"/> June 12 – Rancho Cordova <input type="checkbox"/> June 19 – Courthouse <input type="checkbox"/> July 3 – Florin Road <input type="checkbox"/> July 10 – Rancho Cordova <input type="checkbox"/> July 17 – Courthouse <input type="checkbox"/> August 7 – Florin Road <input type="checkbox"/> August 14 – Rancho Cordova <input type="checkbox"/> August 21 – Courthouse <input type="checkbox"/> September 4 – Florin Road <input type="checkbox"/> September 11 – Rancho Cordova <input type="checkbox"/> September 18 – Courthouse <input type="checkbox"/> October 2 – Florin Road <input type="checkbox"/> October 9 – Rancho Cordova <input type="checkbox"/> October 16 – Courthouse <input type="checkbox"/> November 6 – Florin Road <input type="checkbox"/> November 13 – Rancho Cordova <input type="checkbox"/> November 20 – Courthouse <input type="checkbox"/> December 4 – Florin Road <input type="checkbox"/> December 11 – Rancho Cordova <input type="checkbox"/> December 18 – Courthouse	2 Weekday testing at CPS Written ONLY <input type="checkbox"/> Tuesday, 1:30 p.m. <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday, 9:00 a.m. If a scheduling conflict occurs and CPS cannot schedule you for your first choice, please indicate a second testing choice below. For example, print May 20.	3 Weekday testing at CPS & Saturday testing at Rancho Cordova Typing ONLY CPS Only <input type="checkbox"/> Tuesday, 9:00, 9:30 or 10:00 <input type="checkbox"/> Thursday, 1:30, 2:00 or 2:30 Rancho Cordova Only <input type="checkbox"/> January 10 – Rancho Cordova <input type="checkbox"/> February 14 – Rancho Cordova <input type="checkbox"/> March 13 – Rancho Cordova <input type="checkbox"/> April 10 – Rancho Cordova <input type="checkbox"/> May 8 – Rancho Cordova <input type="checkbox"/> June 12 – Rancho Cordova <input type="checkbox"/> July 10 – Rancho Cordova <input type="checkbox"/> August 14 – Rancho Cordova <input type="checkbox"/> September 11 – Rancho Cordova <input type="checkbox"/> October 9 – Rancho Cordova <input type="checkbox"/> November 13 – Rancho Cordova <input type="checkbox"/> December 11 – Rancho Cordova
Candidates are eligible to take the CTV written test once every six months. Please choose one of the following: <input type="checkbox"/> This is the first time I have taken the CTV written test. <input type="checkbox"/> I have taken the CTV written test before. Date: _____		
Do you need special arrangements because of a disability or religious conviction? <input type="checkbox"/> YES (see additional information on instruction page) <input type="checkbox"/> NO		
Signature _____		

CPS Human Resource Services



From:
Highway 99 **Interstate 80**
Highway 50 **Interstate 5**

Business 80 (Capital City Freeway) to
Exposition Boulevard (under RR crossing)
West on Exposition Boulevard
Left on Leisure Lane (at Radisson Hotel)
Left on Commerce Circle
Commerce turns into Lathrop Way
241 Lathrop Way (on corner by Deli)

From:
Downtown Sacramento

Take 16th Street (Highway 160)
Exit at Canterbury Road
Turn right on Leisure Lane (Frontage Road)
Turn left on Commerce Circle
Commerce turns into Lathrop Way
241 Lathrop Way (on corner by Deli)